



A Public Service Agency

## AGREEMENT TO PREPARE AND MAINTAIN RECORDS IN ACCORDANCE WITH INTERNATIONAL REGISTRATION PLAN AND CALIFORNIA APPORTIONMENT REQUIREMENTS

Any registrant filing an apportioned registration application with California must prepare and maintain operational records to support all distance, purchase price and purchase date information reported on the application. (Note: For vehicles operated at a gross or combined gross vehicle weight of 10,000 pounds or less, certified unladen weight certificates are also required.)

**DISTANCE RECORDS:** An **Individual Vehicle Distance Record (IVDR)** must be prepared for each trip made by an apportioned power unit. Common IVDRs are the driver's trip reports. These documents are for recording trip and distance information of the individual apportioned vehicles. California requires the following information on an IVDR:

1. Registrant's name
2. Fleet number (for carriers with multiple fleets)
3. Power unit and trailer numbers
4. Dates of trip (beginning and ending)
5. Trip origin and destination
6. Intermediate trip stops
7. Route or highway numbers traveled
8. Beginning and ending odometer/hubodometer readings of the trip
9. Total trip distance traveled
10. Distance traveled by jurisdiction
11. Driver's name or ID

In addition to the IVDRs, the registrant must prepare the following summaries:

1. A **monthly summary** that recaps, by equipment number, jurisdiction and fleet, total distance traveled by each apportioned power unit in each jurisdiction during the calendar month, based on the information recorded on the IVDRs.
2. A **quarterly summary** that recaps, by equipment number, jurisdiction and fleet, total distance traveled by the fleet in each jurisdiction during each calendar quarter. This summary cannot be used as a substitute for monthly summaries.
3. A **yearly summary** that recaps, by month/quarter, jurisdiction and fleet, total distance traveled by the fleet in each jurisdiction during the preceding year. The summary must readily support all actual distances reported on Schedule B.

**Accountable distance** includes interjurisdictional and intrajurisdictional distance, loaded and empty distance, deadhead and/or bobtail distance, off-highway distance, and trip permit distance. All distance accumulated by the power units apportioned in the fleet within the preceding year (July 1 through June 30 preceding the registration year) must be reported as **actual** on the application, regardless of changes in fleet vehicles, base jurisdictions, IRP account numbers, business names, business ownership, and/or business locations. **Estimated distance must not be used for jurisdictions in which the fleet had accumulated actual distance in the preceding year.**

**COST RECORDS:** Purchase invoices and other acceptable documentation are required to support the reported purchase prices and dates of vehicles apportioned in the fleet. These records must show the full purchase price of the vehicle, including the Federal Excise Tax, destination charge, and the value of any trade-in, additions and modifications.

**RECORD RETENTION:** Pursuant to Vehicle Code Section 8057, distance records must be retained to support the reported distance for the **current registration year and three previous registration years**; vehicle cost and weight records must be retained for **four years** after the close of the registration year in which the vehicle was deleted. Failure to make records available or provide adequate records for audit may result in an assessment based on an estimation of the fleet's true liability or 100% California fees, plus penalties and/or interest. In addition, no credits or refunds will be allowed for any overpaid jurisdictional fees.

**INTERJURISDICTIONAL TRAVEL:** Apportioned registration is intended for commercial vehicles that travel in two or more jurisdictions. Vehicles traveling only in one jurisdiction are not eligible for apportionment and are subject to full registration fees.

For detailed recordkeeping and reporting information and requirements, please refer to the **California International Registration Plan (IRP) Customer Handbook**.

**DECLARATION:** The undersigned has read this document, and agrees to prepare and maintain records and report information in accordance with the IRP and specific California apportioned registration requirements.

|   |                       |                |      |
|---|-----------------------|----------------|------|
| REGISTRANT'S NAME                             |                       | ACCOUNT NUMBER |      |
| AUTHORIZED REGISTRANT EMPLOYEE'S NAME (PRINT) | SIGNATURE<br><b>X</b> | TITLE          |      |
| CITY  | STATE                 | ZIP CODE       | DATE |

**NOTE:** This document must be signed by a corporate officer, owner, partner, or an authorized company employee, not a registration service agent.